O F F I C E C O N F E R E N C E

February 20, 1920

PRESENT-
Mrs. Gildersleeve, Miss Petrie, Miss Torrence, Miss Shelbley

Miss Preston to Porto Rico

Upon reccommendation of Mrs. Gildersleeve it was voted that Miss Preston should be released September and October to go to Porto Rico to give intensive trainin- to the kindergarten teachers in our work on that Island.

Recommendation regarding Miss Carter and Miss Hyde

Office Conference recommends to the Office Administration Committee that a Miss Carter and Miss Hyde were engaged for a year and their connection with the Board is to be severed April 27, anarrangement graciously accepted by both they be granted a months salary and travelling expenses to their homes, Miss Carter to South Dakota and Miss Hyde to Indiana.

Minutes of Office Conference, March 15, 1920.

There were present:

Miss Acheson
Miss Carter
Miss Finks
Mrs. Gildersleeve
Miss Petrie
Miss Sheibley
Miss Sheibley
Miss Torrence
Miss Tyler

Exhibit at the General Assembly

The distribution of the twenty-five posters for the exhibit of General Assembly was approved --

1 - Home Mission Monthly
1 - Student Work
2 - Westminster Guild (Guild and Guild Circles?)
2 - Young People's Department
3 - Missionary Education
3 - Secretary's Office (General Work and New Era)
3 - Treasury
7 - School Department (1 for each field: Alaskan, Indian, Mexican, Mormon, Mountainner, Cuban, Porto Rican, Santo Domingo and Haiti)
1 - Work among Foreign-Speaking People
2 - Literature Department

It was voted that Dr. Gaston, Chairman of the Committee on Exhibits, be asked to transfer the Woman's Board of Home Missions to the space assigned to the Board of Sustentation or the Board of Church Erection in order that the exhibit of our Board might be near that of the Board of Home Missions.

It was further suggested that the Board of Home Missions and the Board of Foreign Missions be consulted regarding the nature and type of their exhibits in order that ours might conform to their general plan.

Telephone Service

It was voted that the booth be taken out of our filing department in order to lessen the number of personal calls and in order to make room for the assistant to be provided for Miss Smith.

It was recommended that the question of a public telephone booth be taken up with Mr. Taylor so that those who have been making use of our telephone might still have facilities for doing so.

OFFICE CONFERENCE

May 10,1920
Eleven o'clock

Present:-

Miss Acheson
Miss Dawson
Miss Finke
Mrs. Gildersleeve
Miss Petrie
Miss Sheibley
Miss Torrence

Miss Sheibley brought up the question of an object for the offering of the Monthly Missionary Meeting, suggesting that a definite object would stimulate larger gifts. After discussion the following recommendation was made:

That the offering from the Monthly Missionary Meeting be applied to some object on the current topic, object to be selected by Mr. Allaben.

The question of the scholarship in honor of Miss Florence Stephenson, which was voted by the Board some time ago but had not been created, was also brought up by Miss Sheibley. Miss Torrence said that there was no fund at this time from which the necessary amount could be taken. The Treasurer was asked to call the Board's attention to the matter.

Miss Finke spoke of the difficulty that some were having in getting home at the rush hour. It was voted to shorten the lunch period fifteen minutes and close the office at 4:45 p.m. beginning May 17.

Miss Petrie spoke of the need of checking up the matter of salaries and scholarships as she had found a Presbyterial Society in Indiana which still had the name of a teacher on their list who had been assigned to another organization for over a year.

Mrs. Gildersleeve came in from a Mission Study Conference of representatives of all the Boards and said that they had urged her attendance at the Silver Bay Conference for at least part of the time. It was voted that she ought to go.

There has been difficulty in getting the Freedmen's Study Classes reports and Mrs. Gildersleeve was asked to take up the question with Mrs.

Larimer.

Mrs. Gildersleeve reported that a conference of the writers of Sunday School helps has been called for June 16-18 for the purpose of getting Missionary Education into the Sunday School.

Miss Acheson reported that she had Migrant Work in four places— Belair, Maryland; Dover, Delaware; Riverton, New Jersey and Bridgeton, New Jersey.

It was decided to hold the weekly conference on either Thursday or Friday, whichever of those days suited Mr. Allaben better.

The appeal for prayer for the Interchurch World Movement was read and the conference closed with a circle of prayer.

General Secretary

Present:-

Miss Dawson
Miss Pinks
Mrs. Gildersleeve
Miss Petrie
Miss Shelbley
Miss Torrence

Prayer was offered by Mrs. Gildersleeve.

Miss Dawson explained that the conference was called today instead of Friday at the request of Mrs. Gildersleeve.

Mrs. Gildersleeve read a telegram from Mrs. Aldrich resigning as Field Secretary on July 1,1920. As Mrs. Aldrich was to represent the Board at eight Summer Conferences Mrs. Gildersleeve wanted to consult the officers as to what she should do to fill in the vacancies. The conference gave Mrs. Gildersleeve power to secure "fillers in" as best she could.

The vacation schedule was brought up and officers signified their preference as to months as follows:

Mrs. Gildersleeve	August
Miss Petrie	August
Miss Torrence	Part in July and part in August
Miss Shelbley	August
Miss Pinks	Not stated

General Secretary

[redacted] June 11,1920

Present:-

Miss Cheek
Miss Dawson
Miss Fabris
Miss Shelbley
Miss Torrence

The meeting opened with prayer.

Miss Shelbley said that the Filing Department needed the space now occupied by the telephone booth and the question of whether it should be moved and where, or done away with was discussed. In view of the fact that there is no convenient place to put it, it was voted to have it removed and the General Secretary was asked to notify the offices of the fact and request that the number of personal messages during office hours be reduced to the minimum.

Attention was called to the matter of begging and soliciting going on in the building. It was voted to take this matter to the attention of the superintendent of the building as it is against the rules.

Miss Shelbley reported that she had been asked if we would join some of the other Boards in sending charts for exhibit at Winona and Chautauqua. It was voted that the charts ought to be used in the largest possible way.

Miss Cheek spoke of the conference of Student Workers and said that plans for presenting the Home Field as a life work before students and young people had been discussed and that Home Missions were to be presented more adequately from the platform at conferences this season.

Miss Dawson reported that the Office Administration Committee had decided that it would be unwise to close the offices on Saturdays in July and August.

General Secretary

[redacted]

June 16,1920

Present:-

[redacted]

Miss Petrie reported as a matter of information that at the meeting of the Westminster Child Committee it had been decided to let the child give $500. for the salary of a worker under the Freedmen's Board.

Miss Torrence reported that at the close of the first quarter on June 15, 87% increase had been received and whereas 42% increase was required to make the budget, the per cent made was encouraging.

Miss Torrence asked if during vacations it would be possible for one department to "borrow" a stenographer from another, as while Miss Hollings was on her vacation June 28 to July 26 the treasury would have to "borrow" or get a substitute. It was decided that they "borrow" as the custom has been.

Miss Finks asked for information about the Welsh women; no one being able to give anything other than that of the union of the two assemblies she was asked to write Mrs. Bennett.

Miss Finks also spoke of women visitors using the toilet. Miss Dawson was asked to send a notice to all the offices that there is a "visitor's key" in room 617.

Miss Dawson reported on the status of Mrs. [redacted].

Mrs. Gildersleeve came in just at the close and reported that the Missionary Conference for Sunday School workers had been most encouraging.

The meeting closed with a circle of prayer.

General Secretary